

INSTRUCTIONS FOR COMPLETING THE DRIVER TRAINING SCHOOL STUDENT IN-CAR INSTRUCTION RECORD (DTS-14)

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Driver Training School Name: Enter the name of the driver training school as it appears on the DMV-issued school license.

Student Name (print): Enter the student's full name, no nicknames or abbreviations. Verify the student name by requesting to see the learner's permit.

Student Learner's Permit Number: Enter the learner's permit number as it appears on the DMV-issued document.

Date of Birth: Enter the student's date of birth as it appears on the learner's permit (example: 07/11/87).

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In-Car Instruction Topics: Check the appropriate box to indicate the in-car instruction topic that was covered for each period.

The student should be able to demonstrate proficiency in the topics prior to administering the final road skills exam and the issuance of the CDT B

Curriculum Guide Reference: Refer to pages listed in Module 11 of the Curriculum and Administrative Guide for Driver Education in Virginia to obtain specific information and instructions to ensure that instructors are able demonstrate their proficiency in the topics.

Period: A period is defined as a 50-minute session. Enter the following information for each period of in-car instruction:

Daily length of instructions:

On regular school days, instruction should not exceed a total of 2 periods of classroom or 2 periods of in-car instruction within any 24 hour period (1 period of actual driving and 1 period of observation).

During weekends/holidays, instruction should not exceed 2 periods of classroom or 2 periods of in-car instruction (1 period of actual driving and 1 period of observation) or 4 periods of classroom instruction.

- **Date:** Enter the actual date when the student received a period of instruction
- **Time:**
 - **S: (Start):** Enter the time when the period of actual driving instruction started.
 - **E: (End):** Enter the time when the period of actual driving instruction ended.

Odometer Reading:

- **B: (Begin):** Enter the vehicle odometer reading at the beginning of each period of driving instruction for the student driver only.
- **E: (End):** Enter the vehicle odometer reading at the end of each period of driving instruction for the student driver only.

Instructor's Comments: Have the instructor enter comments concerning the student's performance for each period.

Observer's Certification: Have the student(s) print and sign their full name, no nicknames or abbreviations, and enter the date certifying that they observed the student driver for each period.

Student's Certification: Have the student driver print and sign his/her full name, no nicknames or abbreviations, and enter the date certifying that they received the period of instruction for each period.

Instructor's Certification: Have the instructor print and sign his/her full name, no nicknames or abbreviations, and enter the date certifying that he/she provided in-car instruction for each period.

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Instruction: This page is used to record the name of the student driver for each period.

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Name: Have the student driver print the full name, no nicknames or abbreviations, of the student driver they observed for each period.

Learner's Permit Number: Have the instructor enter their DMV-issued learner's permit number for each period.

Time Observed: Have the instructor enter the following:

- **S: (Start):** Enter the time when the period of observation instruction started.
- **E: (End):** Enter the time when the period of observation instruction ended.

Odometer Reading:

- **B: (Begin):** Enter the vehicle odometer reading at the beginning of each period of observation for the student driver only.
- **E: (End):** Enter the vehicle odometer reading at the end of each period of observation for the student driver only.



DRIVER TRAINING SCHOOL STUDENT IN-CAR INSTRUCTION RECORD

Purpose: Use this form to document that the minimum period of daily instruction and the performance assessments of in-car instruction (including standardized road skills exam) are recorded as established by state-approved driver education program.

Instructions: Complete and maintain in accordance with the Virginia Administration Code.

DRIVER TRAINING SCHOOL NAME
STUDENT'S NAME (PRINT)
STUDENT LEARNER'S PERMIT NUMBER
STUDENT'S DATE OF BIRTH (MM,DD,YYYY)

STUDENT DRIVER IN-CAR INSTRUCTION

IN-CAR INSTRUCTION TOPICS	CURRICULUM GUIDE REFERENCE MODULE 11 IN-CAR SKILLS SECTIONS 1 – 8 PAGES 8 – 13	PERIOD: 1	PERIOD: 2
		DATE: _____ TIME _____ S: _____ E: _____ ODOMETER _____ B: _____ E: _____	DATE: _____ TIME _____ S: _____ E: _____ ODOMETER _____ B: _____ E: _____
Basic Skills	Page 8		
Placing and Stopping Vehicle in Motion	Page 8		
Starting and Securing Vehicle	Page 8		
Steering	Page 8		
Judging Vehicle Position	Page 9		
Searching Intending Path of Travel	Page 9		
Speed Control	Page 10		
Following Time and Space	Pages 10 & 11		
Communication and Courtesy	Page 11		
Three Step Problem Solving	Page 11		
Commentary Driving	Page 11		
Response to Emergency Situations	Page 11		
Precision Turns/Curves/Intersections/Lane Changes	Page 12		
Intersections	Page 12		
Entering/Exiting the Highway	Page 12		
Passing/Being Passed	Page 12		
Responding to Situations	Page 13		
Instructor's Comments			
Observer's Certification	<i>I certify that I observed the in-car driving instruction as shown above.</i>		
	Observer's Name (print) :		
	Observer's Signature:		
	Date:		
Observer's Certification	<i>I certify that I observed the in-car driving instruction as shown above.</i>		
	Observer's Name (print):		
	Observer's Signature:		
	Date:		
Student's Certification	<i>I certify that I have received the in-car driving instruction as shown above.</i>		
	Student's Name (print):		
	Student's Signature:		
	Date:		
Instructor's Certification	<i>I certify that I provided the in-car driving instruction as shown above.</i>		
	Instructor's Name (print):		
	Instructor's Signature:		
	Date:		

IN-CAR INSTRUCTION

[illegible]

STUDENT'S IN-CAR OBSERVATION

PERIOD	STUDENT OBSERVED		DATE OBSERVED	TIME OBSERVED	ODOMETER READING
	NAME	LEARNER'S PERMIT NUMBER			
1				S:	B:
				E:	E:
<i>I certify that I observed the in-car instruction for the period shown above.</i>					
STUDENT'S SIGNATURE					DATE
2				S:	B:
				E:	E:
<i>I certify that I observed the in-car instruction for the period shown above.</i>					
STUDENT'S SIGNATURE					DATE
3				S:	B:
				E:	E:
<i>I certify that I observed the in-car instruction for the period shown above.</i>					
STUDENT'S SIGNATURE					DATE
4				S:	B:
				E:	E:
<i>I certify that I observed the in-car instruction for the period shown above.</i>					
STUDENT'S SIGNATURE					DATE
5				S:	B:
				E:	E:
<i>I certify that I observed the in-car instruction for the period shown above.</i>					
STUDENT'S SIGNATURE					DATE
6				S:	B:
				E:	E:
<i>I certify that I observed the in-car instruction for the period shown above.</i>					
STUDENT'S SIGNATURE					DATE
7				S:	B:
				E:	E:
<i>I certify that I observed the in-car instruction for the period shown above.</i>					
STUDENT'S SIGNATURE					DATE